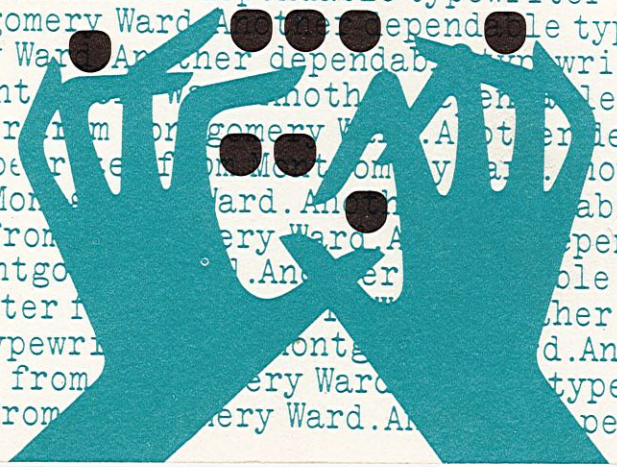
guide for your Signature 88

portable typewriter



MODELS: 8010, 8011

Signature 88

PORTABLE TYPEWRITER

an exciting
new experience
in typing performance

Whatever your typing touch or speed, you'll find the "88" eager in its response, so smooth in its performance. Each of its many features has been selected to make typing easier. Among the features which are sure to simplify typing are the hand-set margin controls, card and writing scale, column set tabulator button, touch adjustment, and a special ribbon changer with which your fingers need never touch the ribbon.

This owner's guide tells in detail the operating instructions for these features and many more. Please read it carefully before using your typewriter for the first time and refer to it until you are familiar with every phase of its operation. In this way, you'll be sure of perfect results every time.

MONTGOMERY WARD

OUTSTANDING FEATURES

FINGERTIP CONTROL PANEL

Specially designed for the easiest operation ever. You can select the ribbon color; set, control and clear columns; adjust the touch of the keys; space; shift; release margins; and back space . . . *all* directly from the keyboard and every control is at your fingertips.

SIMPLIFIED PAPER HANDLING

Advanced engineering has made possible a completely new method of handling paper. You can insert paper absolutely straight . . . set margins where you want them — instantly . . . make erasures easily . . . handle multiple copies without smudging or wrinkling paper . . . actually handle the paper fewer times than required on any other portable.

STANDARD KEYBOARD

Your portable has a complete 88 character keyboard . . . a full size keyboard . . . just like an office typewriter . . . plus a personalized touch adjustment . . . for comfortable, responsive, tireless hours of typing.

On the following pages you will find how easy it is to use your new

Signature 88

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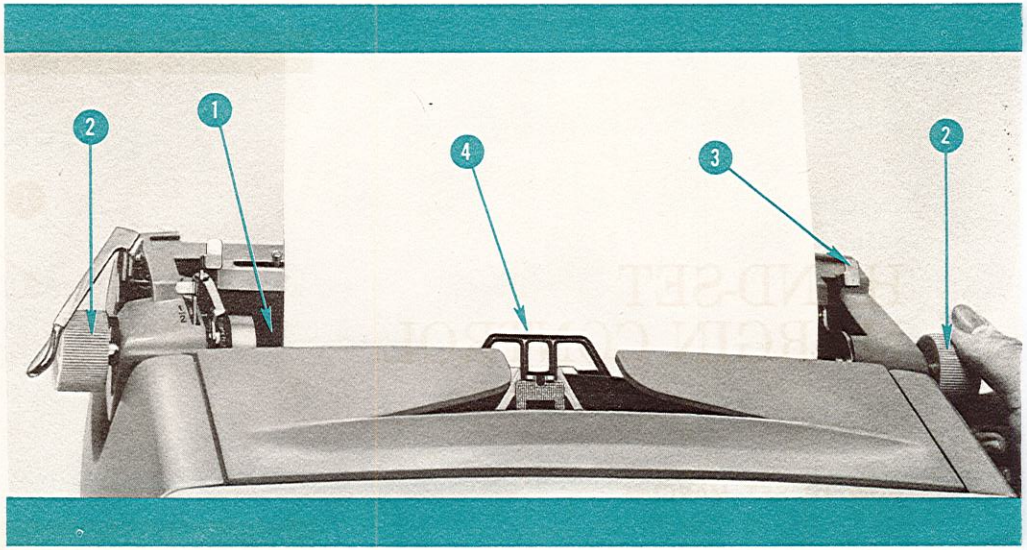
THE ADVANTAGES OF THE

Signature 88

BEGIN THE MOMENT

YOU INSERT THE PAPER



HOW TO INSERT PAPER

Insert paper behind the cylinder(1) and turn either the left or right cylinder knob(2) until paper feeds around cylinder.

If it is necessary to adjust the paper, pull the Paper Release Lever(3) forward, adjust the paper and push back the Paper Release Lever.

HOW TO REMOVE PAPER

Paper may be removed by pulling the Paper Release Lever forward and lifting the paper out or by turning either cylinder knob and rolling the paper out.

SPECIAL PAPER HOLDER (4)

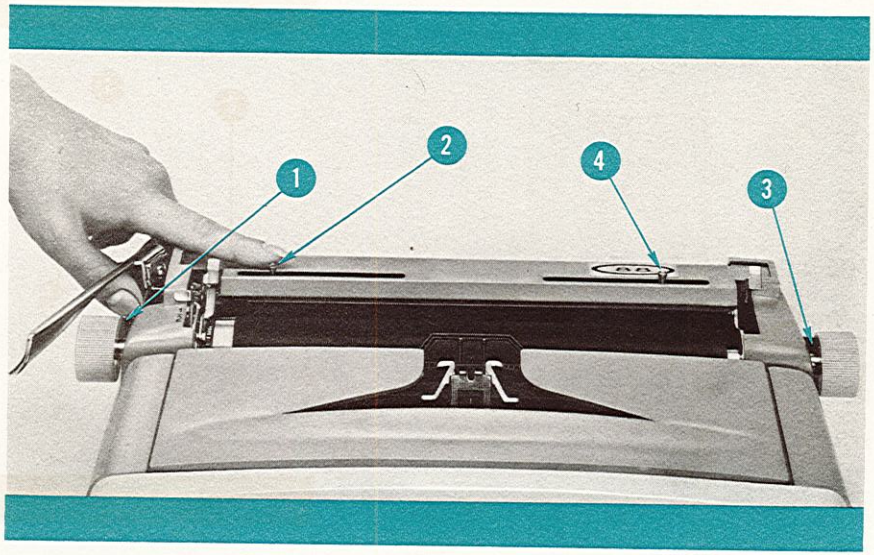
Holds the paper firmly against the cylinder, assuring you of clean, sharp typing impressions and multiple carbon copies. Perfect for typing small envelopes, etc.

THE CYLINDER SCALE

The cylinder scale spans the cylinder. Use it to determine margins, to set tab stops and to position the carriage. These points are located by the use of the white indicator below the printing point.

HAND-SET MARGIN CONTROL

SETS MARGINS AUTOMATICALLY



HOW TO SET MARGINS

To set the left margin just depress the left carriage release lever **1** and position the carriage where you want your writing line to begin. Release the lever and slide the left margin control **2** from left to right until it stops. Your left margin is set.

To set the right margin depress the right carriage release lever **3** and position the carriage where you want your writing line to end. Release the lever and slide the right margin control **4** from right to left until it stops. That's it—your margins are set. To change margins at any time, just repeat the above procedure.

EXTRA MARGIN FEATURES

Margin Warning Bell. Your portable is equipped with a warning bell which will ring as you approach the right margin. The most perfect margin will be obtained if you move on to the next line as soon as possible after the warning bell rings.

When you reach the right hand margin stop, the built-in Line Lock will take effect and prevent you from typing one character over the other. If you wish to type beyond the margin stop, depress the Margin Release Key on the keyboard.

NEW FINGERTIP CONTROL PANEL

1. TOUCH ADJUSTMENT

"Touch Adjustment" automatically adjusts the sensitivity of the keys to your individual touch preference. Move the Touch Adjustment lever to "L" if you favor a light touch, "M" if you prefer a medium or firmer touch and "H" for a heavy touch. Practice will help you determine the Touch Adjustment setting that's exactly right for you.

2. BACK SPACING

The carriage may be moved back one

space at a time by depressing the Back Space Key.

3. SHIFT LOCK

Press down Shift Lock Key to lock all characters on keyboard in upper case or capital letter position. To release lock, depress either right or left Shift Key.

4. SHIFT KEY

To type capital letters or upper case characters, hold down either left or right Shift Key and use letter key desired.

5. SPEED SPACE BAR

Each touch of the space bar moves the carriage ahead one space.

6. MARGIN RELEASE

To type past either left or right margins, move the carriage to the margin and depress the Margin Release Key.

7. RIBBON COLOR SELECTOR

Fingertip Choice of Black or Red Ribbon. Move the ribbon selector (7) to black marker to use black ribbon, red marker to use red ribbon. To type stencils move ribbon selector to Letter "S."

8. COLUMN KEY

Moves carriage from one column setting to another (See Column Set Tabulator).

COLUMN SET TABULATOR

HOW TO SET COLUMNS

Simply move the carriage to where you want a column to start and push the Column Set button. Use the same procedure for as many columns as you wish to set across the page.

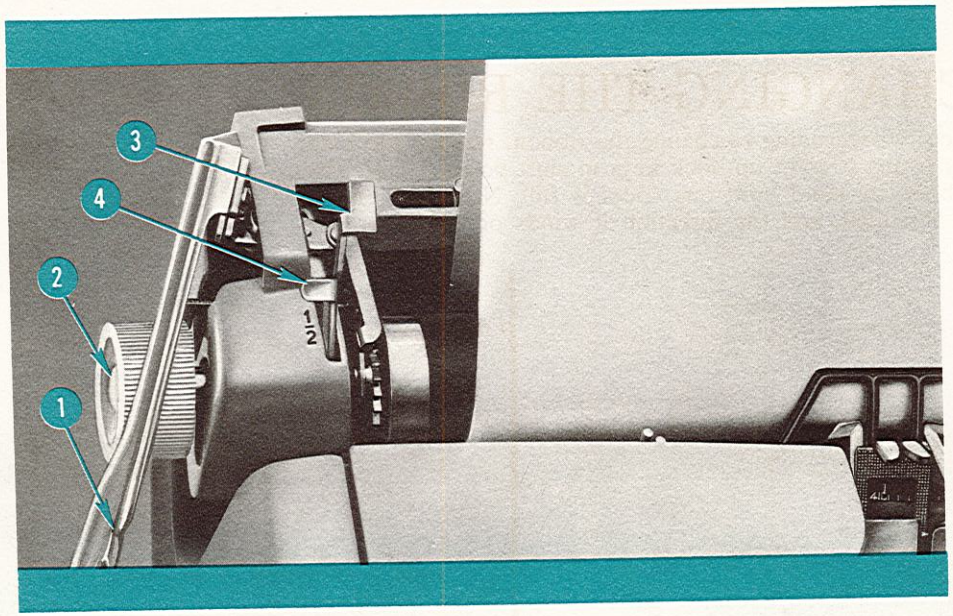
Once your columns are set, the carriage will automatically move from one column setting to another by simply pressing the Column Key(8) down and holding it down until the carriage stops automatically.

HOW TO CLEAR COLUMNS

To clear all columns at one time hold in the Column Clear button and move the carriage to the extreme right and extreme left. To clear individual columns, use the Column key to reach the column to be cleared and push the Column Clear button.

ACCURATE

LINE SPACING



1. LINE SPACE LEVER

Your portable is equipped with a retractable line space lever. Lift it up when you wish to type, push it down before inserting the portable into the carrying case.

Line spacing is accomplished by a single stroke of the line space lever. It is also used to return the carriage to the left-hand margin. A sweep of the hand against the line space lever will simultaneously turn the cylinder to the next line spacing and return the carriage.

2. VARIABLE LINE SPACER

To make a *permanent* change in the line spacing, press in the Variable Line Space button while turning the Cylinder Knob to the new setting. Release the button and the spacing is permanently changed.

3. LINE FINDER

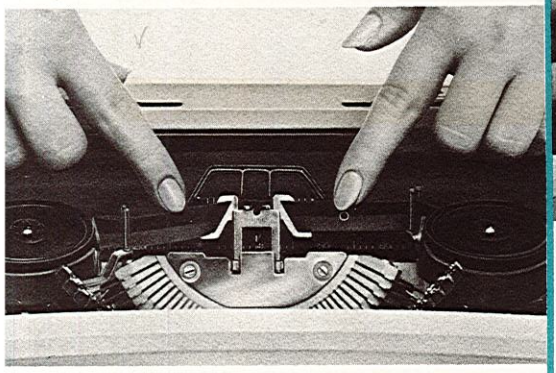
To change line spacing *temporarily* without losing your original line spacing, pull the Line Finder forward and turn the cylinder to reach the new line setting. When typing is completed, push back the Line Finder which will automatically adjust the cylinder to your original spacing. Excellent for writing such symbols as H_2O, 86°, $A^2 + B^2$, etc.

4. LINE SPACE SELECTOR

Just set the line space selector at the desired number and each stroke of the Line Space Lever will automatically turn the cylinder the correct number of spaces between lines. Should you wish the greater flexibility of spacing half way between one and two lines, simply set the selector at the line (—) between 1 and 2. This greater flexibility would allow you to type on various kinds of ruled paper.

CHANGING THE RIBBON

Before proceeding to change the ribbon, remove top plate by lifting straight up, lock keys in shift position and wind ribbon by hand until one spool is full. Note how ribbon is threaded, and the direction it winds on to the spools.

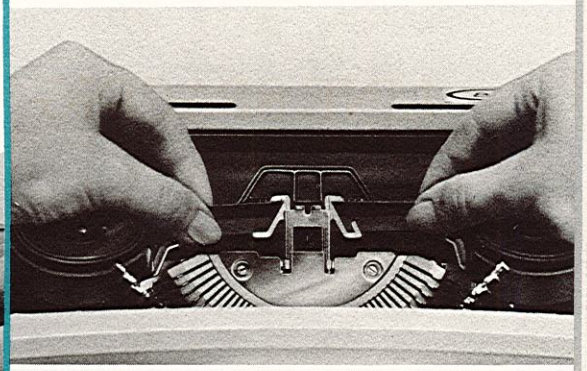


STEP ONE

As you reach the end of the ribbon, you will come to a small grommet in the center of the ribbon. Slip ribbon out from the two forked guides on each side of the printing point. Now remove the two spools and discard the old ribbon.

STEP TWO

To insert the new ribbon, hook the ribbon end in the empty spool and wind onto spool until the grommet is out of the way. Hold one spool in each hand; draw apart and place spools in ribbon cups.

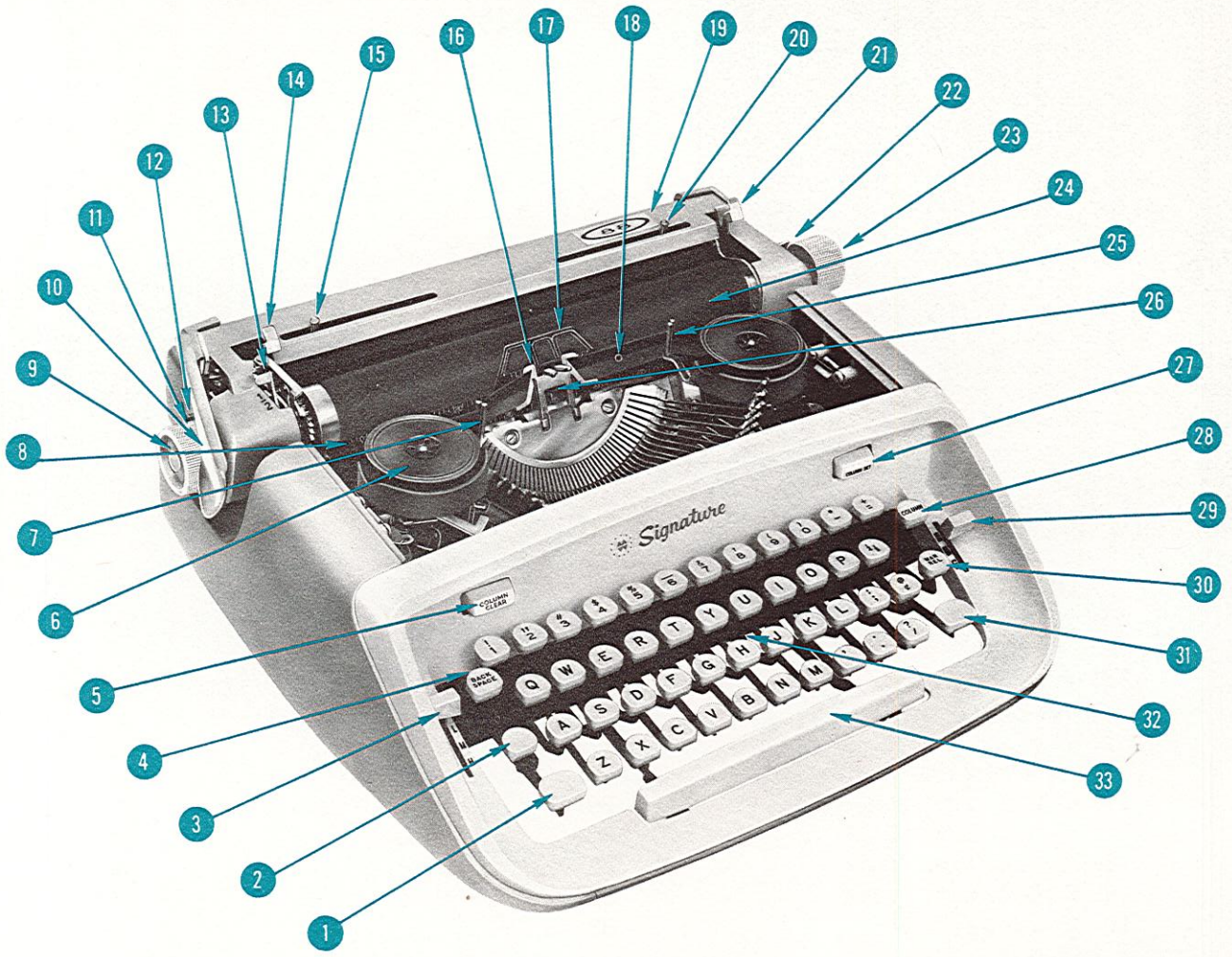


STEP THREE

Slip ribbon in the two guides (next to each spool); place ribbon through forked ribbon guide slots. That's it—you're ready to type.

AUTOMATIC RIBBON REVERSE

The ribbon reverses itself automatically after the full length of the ribbon has been used on either spool. If you want to reverse the ribbon by hand, simply remove the top plate and move either ribbon guide (next to each spool guide) in the opposite direction.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Signature

get acquainted...

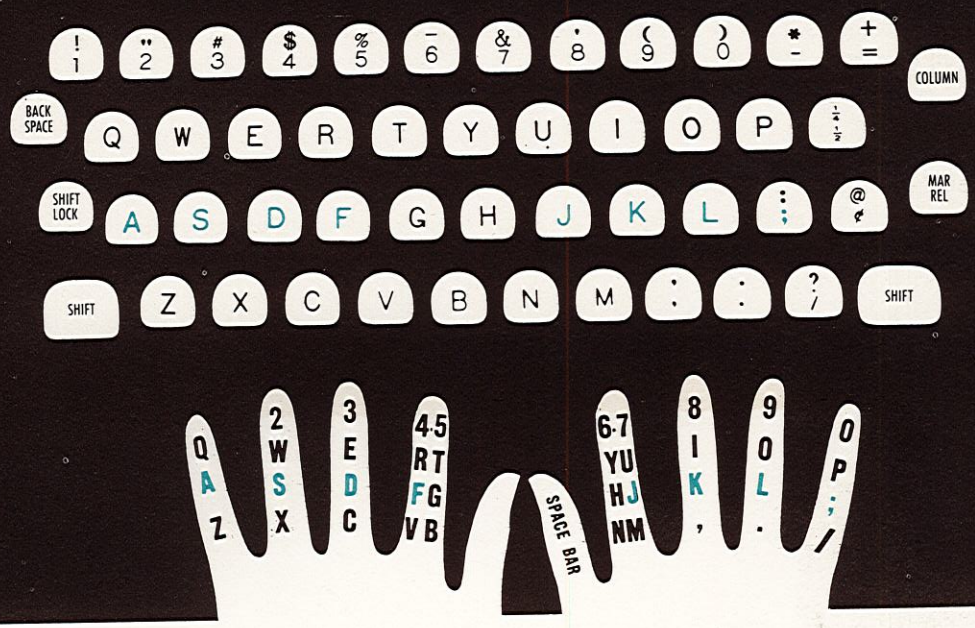
with all these advanced features that have been designed to make typing on your new Signature easier than on any other portable.

LIST OF FEATURES

1. Left Shift Key
2. Shift Lock Key
3. Touch Adjustment Control
4. Back Space Key
5. Column Clear
6. Two-Color Ribbon
7. Left Ribbon Guide and Manual Ribbon Reverse
8. Cylinder Scale
9. Variable Line Spacer
10. Line Space Lever
11. Left Cylinder Knob
12. Left Carriage Release Lever
13. Line Space Selector
14. Line Finder
15. Left Margin
16. Forked Ribbon Guide Slot
17. Special Paper Holder
18. Ribbon Vibrator
19. Paper Table
20. Right Margin
21. Paper Release Lever
22. Right Carriage Release Lever
23. Right Cylinder Knob
24. Cylinder
25. Right Ribbon Guide and Manual Ribbon Reverse
26. Carriage Position Indicator
27. Column Set Tabulator
28. Column Key
29. Ribbon Color Selector
30. Margin Release Key
31. Right Shift Key
32. Standard Keyboard
33. Space Bar

THIS TOUCH TYPING CHART ILLUSTRATES THE PROPER POSITIONING AND USE OF THE FINGERS FOR

TYPING...



Place the chart to the right of your typewriter. Always use the chart as your guide—never the typewriter keyboard. Sit erect, feet flat on the floor. Place the fingers on the HOME KEYS: f, d, s, a, for the left hand; j, k, l, ; , for the right hand.

From its HOME KEY position, your finger should strike the letter indicated for that finger on the chart, and then return to its HOME position. Strike the keys sharply with the ball and tip of the fingers, using a purely finger action. Strive for accuracy. Speed in touch typing will follow.

IT'S EASY TO TAKE CARE OF YOUR Signature 88 PORTABLE

- From time to time, dust the outside and accessible part with a brush or dry cloth.

- Clean the type regularly with a recommended type cleaner such as Standard Cleaner and a short bristle-brush.

- Do not erase directly over the printing point. Move the carriage to either side, then erase. This will minimize erasure grit from falling into machine. An excessive amount of erasure grit could cause the type bars to stick.

- Wipe the carriage rails occasionally with a cloth moistened with just a drop of very light oil.

- Keep your Portable covered when not in use.

- Replace ribbon at regular intervals. This will assure clean, sharp typing at all times.

- Always center the carriage and push down the line space lever before closing the carrying case.

NEW DELUXE HIGH-FASHION CARRYING CASE

Your new 88 portable is enclosed in a new handsome carrying case that is extremely durable, yet very light in weight. It is a deluxe case in every sense of the word, featuring custom-molded, one-piece construction and a saddle grain finish which can be easily cleaned with a damp cloth. The special handle positions the case away from the body making it easier to carry.

SERIAL NUMBER

Record your 88 Portable serial number in this instruction book and on your guarantee card. You will find it by moving the carriage to the extreme right and looking down into the base of the portable. Your 88 Portable can always be identified by its serial number.

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HOW TO OBTAIN SERVICE

The merchandise you have purchased from us has been carefully engineered and manufactured under Wards rigid quality standards and should give you satisfactory and dependable operation. However, like all mechanical merchandise, it may occasionally require adjustment or maintenance.

Should you ever need technical assistance, please contact or write your nearest Wards Retail Store, Catalog Store or Mail Order House.

Provide the following:

1. Model, serial number and all of the other data shown on the model plate.

2. The date and the Wards branch from which you purchased your merchandise.

3. State briefly the trouble you are having.

Warranty

This certifies that the Signature Portable Typewriter is guaranteed for one year from the date of original purchase as new and if presented within one year from date of original purchase with this guarantee at any branch of Montgomery Ward, any part or parts which may become unserviceable through ordinary wear and not through accident, misuse or neglect, will be replaced and any necessary adjustments made without charge. This guarantee does not include cylinder, ribbons or cleaning. IMPORTANT: Warranty Card and/or purchase papers must be presented with this warranty if service is required during warranty period.

SERIAL NUMBER

MONTGOMERY WARD

Signature –SOLD EXCLUSIVELY BY **MONTGOMERY WARD**

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